

OVERVIEW

Nebraska's Street and Highway Superintendent Licensing Program

Nebraska's Unique Licensing Program

- Part of 1969 Integrated Highway, Road and Street Legislation package. Other components: Highway Allocation funds; Functional Classification; Minimum Standards; One- and Six-Year Planning and Programming; Budgeting, Accounting, and Inventory.
- Incentive-based program (*not mandatory*):
“County Engineer Model” impracticable for most Nebraska counties.
Not prescriptive as to superintendent's actual job title.
- Basic license (*Class B*): either by examination (*no prerequisites*), or automatically for any professional engineer (*P.E.*) licensed to practice in Nebraska:
Renewable every 3 years, no requirements.
- Advanced License (*Class A*): based on experience.
Renewable every 3 years, with evidence of meeting professional development requirements.

Program Components

- Board of Examiners for County Highway and City Street Superintendents administers license.
- Nebraska Department of Transportation administers Incentive Funds.
- Individual becomes licensed:
May advance from basic (*Class B*) to advanced (*Class A*),
Professional development (*PDH*) required to maintain Class A.
- County or municipality appoints a licensee to manage or oversee its road or street program.
- Appointed superintendent may be:
 - a) employed by the jurisdiction, or
 - b) contracted as a consultant (*1/3 reduction to county incentive, full municipal incentive*), or
 - c) contracted through another county or municipality (*full county and municipal incentive*).
- Incentive accrues to the appointing jurisdiction (*not the licensee*):
Based on population size, level of license, and scope of involvement,
Incentive is doubled for Class A Superintendent,
Municipal incentives range from \$300 to \$8,500 annually,
County incentives range from \$4,500 to \$12,750 annually,
Incentive is reduced for each month without an appointed licensee,
Incentive is reduced 1/3 for county using consultant as superintendent,
No incentive if superintendent is not involved in full road or street program.
- Each jurisdiction annually certifies to NDOT (*by December 31*):
 - a) superintendent's name, license level, and months of year served,
 - b) whether or not superintendent was involved in full road and street program.

Class B License

- Application and \$25 fee for a license
- Registration to attend any of NE-LTAP's Superintendent's basic training courses (Math, Plan Reading, Superintending Basics, Test Prep Skills, Superintending Statutory/Regulatory Requirements, and NBCS Classifications and Standards). Courses are optional.
Registrants accepted, however, if class size is limited Superintendent's exam candidates have priority.
- Application to attend Superintendent's Exam Preparation class (*usually offered March and September*). Class is optional. Prerequisite: must have attended, within the previous 12 months, all NE-LTAP's Superintendent's basic training courses (see above).
Candidate is authorized to attend if requirement above is met.

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- Must pass written exam (6 hrs., usually offered April and October), unless a P.E. (exam not required – P.E.'s licensed by equivalency).
- Each Class B license is renewable every three years upon application and \$30 fee.

Class A License

- Must hold Class B license at least 2 full calendar years.
- May apply at time of, and instead of, Class B license renewal.
- \$75 fee to upgrade one license.
- Experience – *either*:
 - a) Appointed as employed superintendent at least two years in last six years (“employed experience”), on at least a half-time basis, or
 - b) At least four years comparable experience, on at least a half-time basis, in last eight years;
- Consultant superintendents and employed superintendents’ assistants may qualify under comparable experience.
- Each Class A license is renewable every 3 years;
Upon application and \$50 fee.

Professional Development Hours Requirement (Class A)

- Class A license holder keeps own record of date, name, description, and allowable category of each presentation, activity, or agenda item.
- At time of Class A renewal, licensee completes renewal application and attaches 1-page sheet totaling hours by allowable category:
 - 20 hours over 3-year period
 - Actual contact hours, rounded to ¼ hour,
 - Grouped by allowable category of professional development.
- Main allowable categories of PDH:
 - Workshop and association meeting sessions directly related to road or street superintending (*no limit*),
 - Workshop sessions on general management subjects (*limit: 5 hours*),
 - Workshop sessions indirectly related to road or street superintending (*limit: 5 hours*),
- Licensee’s PDH records are subject to random audit by Board of Examiners.
- Pre-certification process.
 - Communication and record keeping tool,
 - Allows the Nebraska Association of County Engineers (NACE), County Highway Superintendents & County Surveyors and other organizations to publicize workshop components as “qualifying for Highway/Street Superintendent PDH hours”,
 - Simplifies licensee’s documentation of validity of PDH,
 - Board of Examiners and staff are using an informal pre-certification process.